



Grantee Training Manual

System Navigation and Completing Post Award Actions (Award Action Requests)

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Table of Contents

TABLE OF CONTENTS	I
DOCUMENT CONVENTIONS.....	I
GRANTS ONLINE OVERVIEW	1
GRANTS ONLINE SOFTWARE DESCRIPTION.....	1
GETTING STARTED	3
Accessing Grants Online	3
Logging in to Grants Online.....	4
GRANTS ONLINE NAVIGATION FEATURES	6
Understanding the Screen Layout	6
Accessing Notifications.....	7
Archiving and Deleting Notifications.....	9
Accessing Archived Notifications	10
Accessing and Viewing Tasks.....	10
Filtering Tasks.....	11
Sending Messages	12
Sending Group Notifications	13
Accessing and Editing My Profile.....	14
Accessing and Customizing My Preferences	16
Changing your Password.....	17
Accessing My Delegations and Adding Delegates.....	18
Rescinding a Delegation.....	19
Logging in as a Delegate	20
Searching for an Award.....	21
PROCESSING AWARD ACTION REQUESTS	24
Award Action Requests	24
Recipient Authorized Representative – “Review Award Action Request” Task	28

Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role as a grantee within Grants Online.

Using this Guide The following conventions were used in creating this manual. The manual uses block label text in order to scan for the information desired.

Text Conventions

Text; Example

What it means.

Text in Bold; Click **Done**

Indicates a command.

Text in Italics; *CD 450 Details* screen appears.

Indicates a screen.

Text in Bold Italics; ***Name***

Indicates data to be entered into a field.

Text in All Caps; LOGIN

Indicates a field name.

Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning!

Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview

The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants and Awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program policies. The process of awarding grants to the most qualified applicant for a competitive Award, and to qualified designated applicants of non-competitive Awards, was also largely paper-driven.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grants management lifecycle activities. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reduce or eliminate paper forms for application.
- Provide an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reduce the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Grantees.
- Serve the NOAA community in its efforts to meet its mission goals.

Grants Online allows Grantees to:

- Accept Awards electronically.
- Manage user roles for individuals within their organization.
- Submit post-Award action requests and Performance Progress reports.
- Correspond with your NOAA Program Officer and Grant Specialist.

Grants Online Software Description

About Grants Online

Grants Online operates in a web environment, and can be accessed anywhere at anytime provided that you have internet access. You will be required to use an internet browser to log in and use Grants Online. Internet Explorer is the preferred browser for PC users; FireFox is the preferred browser for MAC users. No software is required for installation. Logins and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.



Warning!

Please do not use the browser "Back" button in Grants Online. Using the browser "Back" button will log you out of Grants Online

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Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users in navigating and using the system appropriately. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Module Objectives The Getting Started module will review the following objectives:

- Obtaining your password
- Logging into Grants Online

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer icon on your desktop to open Internet Explorer.
2. Enter the following URL information in the address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - Grants Online Login page appears



Logging in to Grants Online

1. If you are not the Grants Online Recipient Administrator for your organization, please contact that person to obtain your username and password. If you don't know your Recipient Administrator or you have been designated as the Recipient Administrator for your organization, contact the Grants Online Help Desk to obtain your username and password.
 - Phone: 301-713-1000 or toll free at 1-877-662-2468
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**.
3. Enter your assigned **Password**.
4. Click **Enter**.



Warning!

If you enter an incorrect username or password, you will receive an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out. In such cases, you are required to contact your Recipient Administrator or the Grants Online Help Desk to unlock your account.

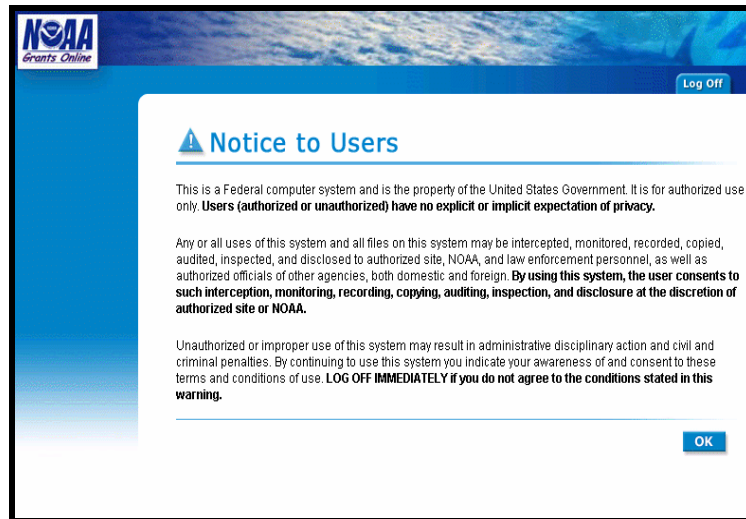
If nothing happens when you click enter, it means the server is down and will need to be restarted.



Note: If you click on the **Grants Online Training** link you can view and download training material including training manuals, quick reference guides, and online webinars.

Logging in to Grants Online

5. The *Notice to Users* screen appears.
6. Review disclaimer information and click **OK**.



Grants Online Navigation Features

Overview You can easily navigate through Grants Online using a combination of the Tabs and the links on the Navigation Pane. It is important to note that access to certain features of Grants Online is based on your user role.

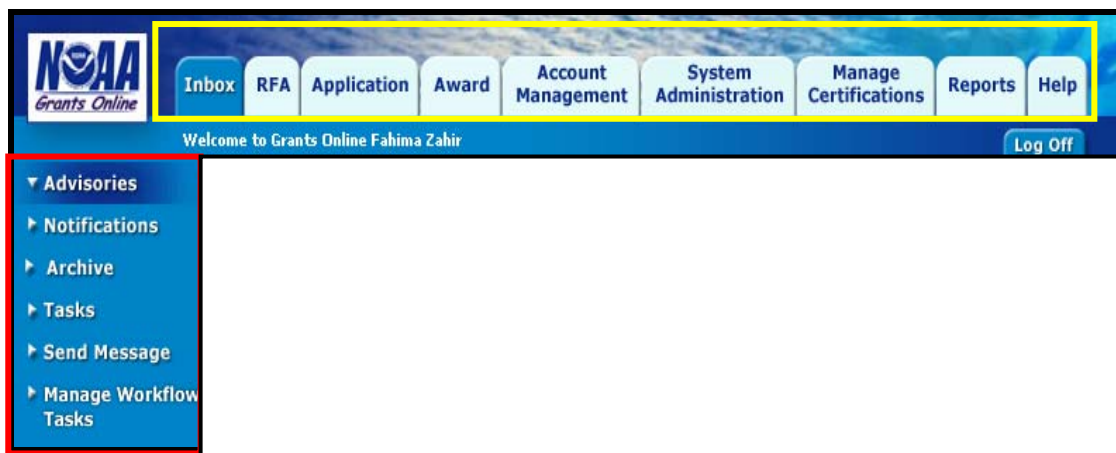
Module Objectives The Grants Online Navigation Features module will review the following objectives:

- Understanding the screen layout
- Managing your notifications
- Managing your inbox
- Managing your tasks
- Searching for an Award

Understanding the Screen Layout

Once you have successfully logged into Grants Online, the system defaults to the **Inbox** tab. Grants Online is broken into the following 3 areas:

- Tabs
 - Navigation Pane
 - Document Pane
1. **Tabs:** Highlighted by the yellow border and located at the top of the page are the Grants Online tabs. Use the tabs to navigate within the different areas of Grants Online. Click on the appropriate tab to navigate to the desired area.
 2. **Navigation Pane:** Highlighted by the red border, is the navigation pane. Based on the tab you select, a menu of associated functions is displayed. Click on the desired function to navigate to a specific screen.
 3. **Document Pane:** Highlighted by the black border, is the document pane. This is located in the middle of the screen. This is where most of the data in Grants Online will be entered.





Note: Access to various tabs is determined by your user role. A grayed out tab denotes a restricted area. If trying to access a restricted area, a pop-up message will display, stating "Unauthorized to access this area."

- Upon successfully logging into the system, you will be taken by default to the *Advisories* page within the **Inbox** tab. Click on the links in the navigation pane on the left to view Notifications, Archived Notifications, Tasks, to Send a Message, or Manage Workflow Tasks.

NOAA Grants Online

Welcome to Grants Online Zach Johnson

Advisories

Advisory Date	Advisory
11/08/2005 04:18 PM	***ALL USERS - NEW RELEASE *** Release 2.0 of Grants Online was deployed on Tuesday, November 8, 2005. Please visit the "What's New" page of the Grants Online PM website (http://www.ofa.noaa.gov/~grantsonline/whats_new.html) to view the notes for this release.

Accessing Notifications

Notifications are displayed to inform you that you have tasks assigned to you through the workflow process. They are copies of the messages sent by Grants Online to your native email account. Other types of notifications include information related to: direct assignments, status within the workflow process, and overdue tasks

- From the **Inbox** tab, click **Notifications**. The *Notifications* screen appears.
- Click on the **ID number** next to the notification you wish to view.

NOAA Grants Online

Welcome to Grants Online Tenesia Key

Notifications

2 items found, displaying all items.1

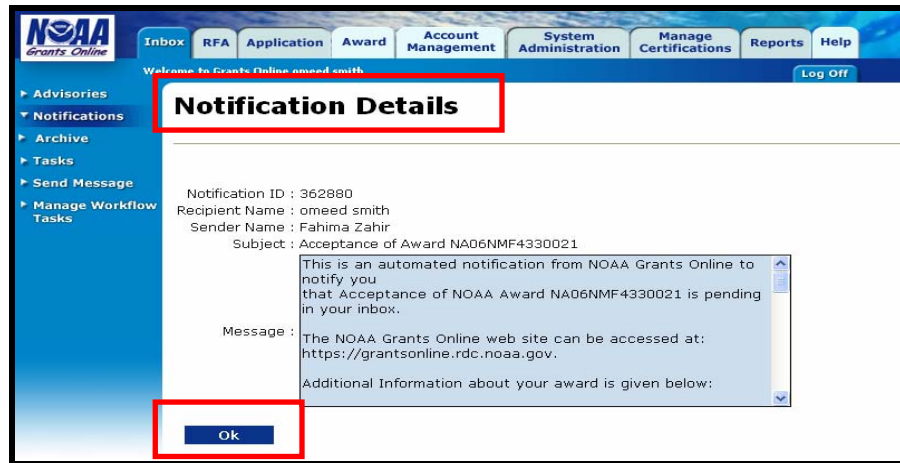
Notification ID	Recipient Name	Sender Name	Subject	Created Date
<input type="checkbox"/> 328745	Tenesia Key	Jewel Linzey	FRN 2018923 Status	2005-10-07 10:58:53.0
<input type="checkbox"/> 328488	Tenesia Key	Jewel Linzey	FRN 2018133 Status	2005-10-05 15:32:59.0

Archive **Delete**



Note: You can modify the notifications display in your inbox through the **Account Management** tab. Archived notifications appear in your archive folder, accessible by clicking on the **Archive** link.

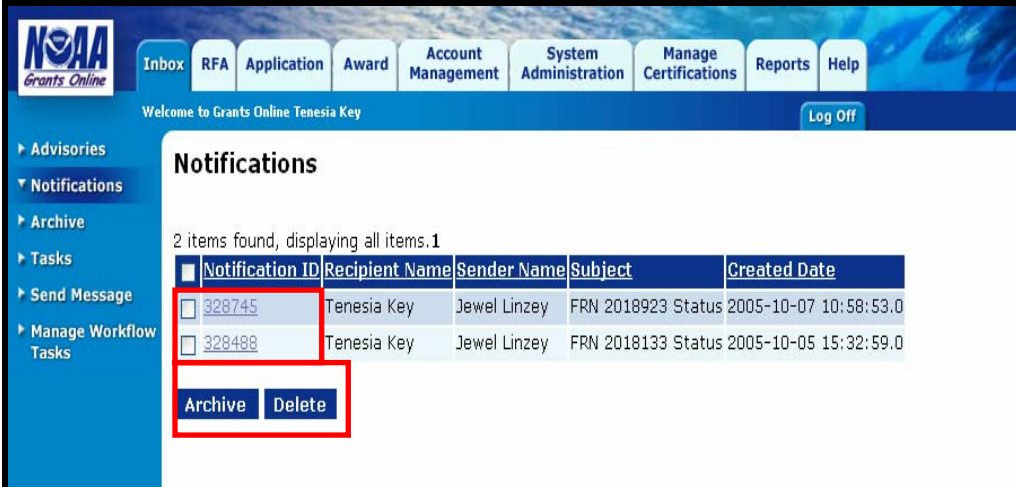
3. The *Notification Details* screen appears.
4. Click **OK** to close the *Notifications Details* screen and return to the *Notifications* screen.



Archiving and Deleting Notifications

Archived notifications are your personal repository for all notifications you would like to maintain for historical purposes. You can archive your notifications or delete them by checking the box next to the notification and clicking on the **Archive** or **Delete** button.

1. Click the check box next to the notification you wish to archive or delete.
2. Click the **Archive** button or the **Delete** button.
3. The notification is moved to the archives folder or is permanently deleted.



Notification ID	Recipient Name	Sender Name	Subject	Created Date
<input type="checkbox"/> 328745	Tenesia Key	Jewel Linzey	FRN 2018923 Status	2005-10-07 10:58:53.0
<input type="checkbox"/> 328488	Tenesia Key	Jewel Linzey	FRN 2018133 Status	2005-10-05 15:32:59.0



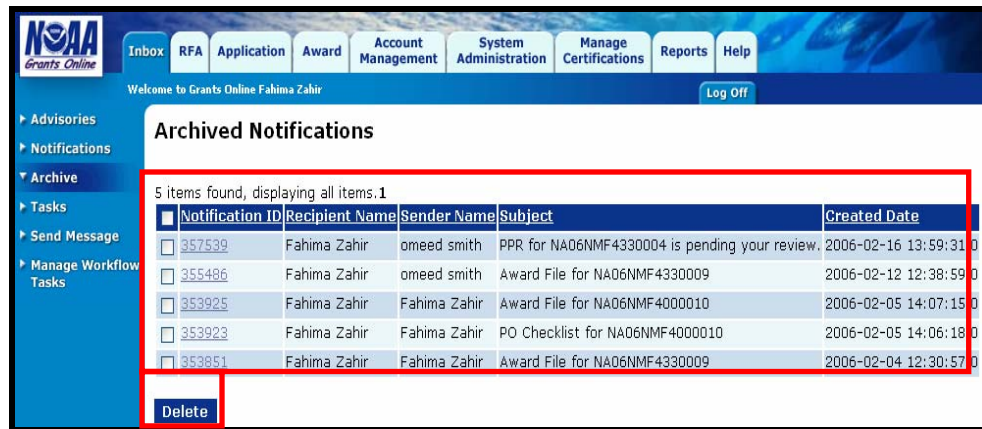
Note: You can delete or archive an entire page of your notifications at once by checking the box in the header column.



Warning! Once a notification is deleted, it cannot be recovered.

Accessing Archived Notifications

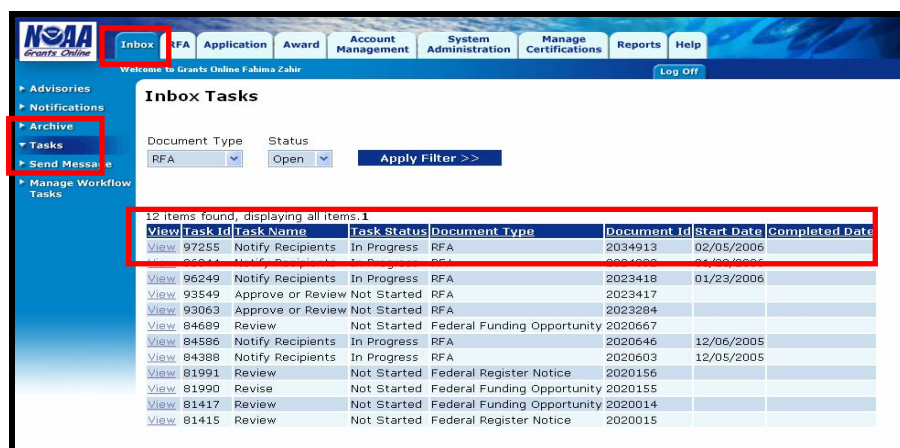
1. From the **Inbox** tab, select the **Archive** link. The *Archived Notifications* screen appears.
2. Click on the **Notification ID** you would like to view.
3. To delete an archived notification, click the check box next to the ID of the notification you would like to delete and select the **Delete** button.



Accessing and Viewing Tasks

While Notifications alert you to an action you must complete, tasks allow you to complete that action assigned to you within the workflow. Tasks that are assigned to you are in the task section in the *Inbox* tab.

1. From the **Inbox** tab, click **Tasks**. The *Inbox Tasks* screen appears.
2. Click **View** next to the task you wish to view.





Note: You can customize the tasks view through the **Account Management** tab.

- The following screen is the *Task Launch* page. From this page you may complete your task by selecting an action from the action dropdown followed by the **Submit** button. You may enter a comment for the agency to view in the COMMENT field. Once the task has been submitted, these comments will no longer be viewable by Grantee users.

Award Package - NA06NMF4330021

Id: 2037196
Creator: System Account
Status: Award Package Accept/Decline Award Not Started
Last Edited User: System Account
Create Date: 03/20/
Status Date: 03/20/

Action: Return to NOAA for Revisions **Submit**

Comment

Spell Check

Save Comment

Filtering Tasks

You may filter your tasks to view tasks that are open and pending your action or to view closed tasks which are completed or cancelled.

- From the **Status** dropdown menu, select **Open** to view all open tasks, **Closed** to view all closed and completed tasks, or **ALL** to view all tasks both open and closed.
- Click **Apply Filter**.

Inbox Tasks

Document Type: All Status: Open **Apply Filter >>**

15 items found, displaying all items: 1

View Task Id	Award Number	Task Name	Task Status	Document Type	Document Id
View 104387	NA06NMF4330004	Review Federal Financial Report	Not Started	Federal Financial Report	2022983
View 104176	NA06NMF4330020	Review Award Action Request	Not Started	Award Action Request	2037510
View 103989	NA06NES4400052	Review Award Action Request	Not Started	Award Action Request	2037460

Sending Messages

Notifications can be created to send messages via email to an individual or to a group. The email is sent to the email address indicated in the user's profile.

1. From the **Inbox** tab, click **Send Message**.
2. The *Create Notifications* screen appears.
3. Select **Search** in the TO field.
4. Enter your search criteria and then select the individual to whom you wish to send a notification to.
5. Type the body of the notification in the *MESSAGE* box.
6. Click **Spell Check** to check your spelling.
7. Click **Send Notifications** once the message is complete.



Warning!

Be sure to include your name in the body of the message because the message will be sent with "GrantsOnline.QandA@noaa.gov" in the "From" field of the email.

Sending Group Notifications

1. From the *Create Notification* screen (see page 11), click **Send Group Notifications**.
2. Select the individuals to whom you wish to send a notification.
3. Type the body of the notification in the *MESSAGE* box.
4. Click **Send Notifications**.



Warning!

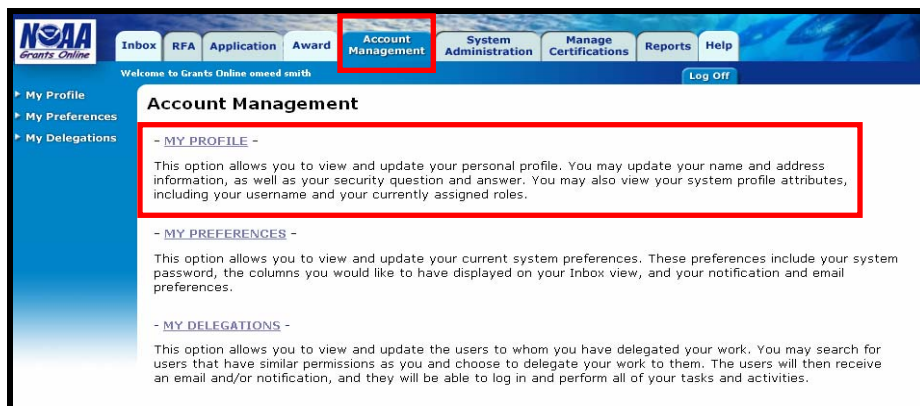
Be sure to include your name in the body of the message because the message will be sent with "GrantsOnline.QandA@noaa.gov" in the "From" field of the email.

The screenshot shows the 'Create Group Notification' screen in the NOAA Grants Online system. The interface includes a top navigation bar with links like 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. A sidebar on the left contains links for 'Advisories', 'Notifications', 'Archive', 'Tasks', 'Send Message', and 'Manage Workflow Tasks'. The main content area is titled 'Create Group Notification' and contains the following text: 'Please select the message recipients.', 'Messages will be sent to any Grants Online user who meets all criteria specified below. Use *Ctrl* key to select multiple groups.', and 'To send a notification to a single user, click here: [Send Single Notification](#)'. Below this text are two dropdown menus: 'Organizations' (showing '3 Rivers Wet Weather Inc. 301 Longview Lane 4-H Marine/Aquatic Education 410 East Fork Road') and 'Roles' (showing 'AGO Awardee Budget Officer CAMS First Approver'). Below the dropdowns is a large text area for the 'Message' with a red box around it. At the bottom right, there are 'Cancel' and 'Send Notifications' buttons, also with a red box around them.

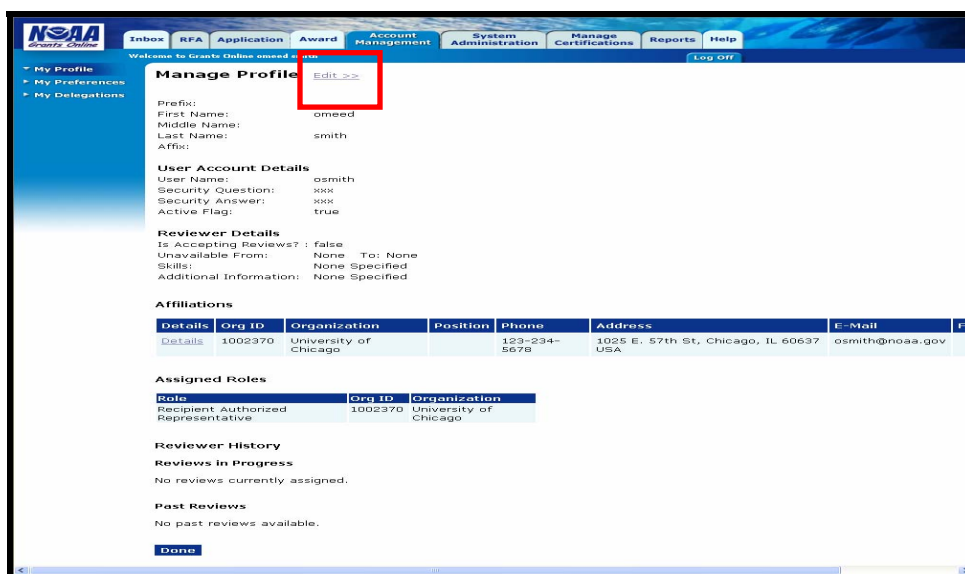
Accessing and Editing My Profile

The **Account Management** tab allows you to view your Profile, Preferences, and Delegations. Within this tab you can update your profile and customize your Notifications/Tasks preferences.

1. Click on the **Account Management** tab. The *Account Management* screen appears.



2. From the **Account Management** tab, click **My Profile**. The *My Profile* screen appears.
3. Click **Edit**.



4. The following screen is the *Manage Profile* Screen and allows you to make edits to your profile.
5. Click **Save** to capture your changes.
6. Click **Save and Return to Main** to return to the **Account Management** tab main screen.
7. Click **Cancel** to go back to the previous screen (any changes you made will NOT be saved).

Manage Profile

Prefix:

First Name:

Middle Name:

Last Name:

Affix:

User Account Details

User Name: sking

Security Question:

Security Answer:

Active Flag: true

Affiliations

Details	Organization	Position	Phone	Address
Details	SOUTH EAST REGIONAL OFFICE - NMFS		(111)111-1111	1315 East-West Highway, Silver Spring, MD 20910 USA

[Add a new affiliation >>](#)

Assigned Roles

Role	Organization
Federal Program Officer - Certified	NORTH EAST REGIONAL OFFICE - NMFS
Federal Program Officer - Certified	SOUTH EAST REGIONAL OFFICE - NMFS

Buttons:

Callout Box: Security Question and Security Answer are areas used by the Help Desk team. If you call the Help Desk to request to reset your password, support specialist will ask you this personalized question and you will provide the answer as a means of authenticating the caller.



Note: To change roles and affiliations contact the Grants Online Help Desk.

Accessing and Customizing My Preferences

Customize your viewing preferences through the *My Preferences* screen. You may enable/disable email inbox notifications. This will prevent notifications from being sent to your external email account. Headings may be customized to display certain fields on your *Tasks* and *Notifications* screens. Additionally, you may change your password for Grants Online.

1. From the **Account Management** tab, click **My Preferences**. The *My Preferences* screen appears.
2. Select desired notification and/or tasks to enable/disable by clicking the check box next to the notification or the task.
3. Click **Save**.

User Preferences

Site Preferences

[Change Password](#)

Notification Preferences

	Grants Online Inbox	Email Inbox
System Generated Advisories		
Password Expiration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scheduled Downtime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Workflow		
Task Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delegation of Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Notices		
Expired Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overdue Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

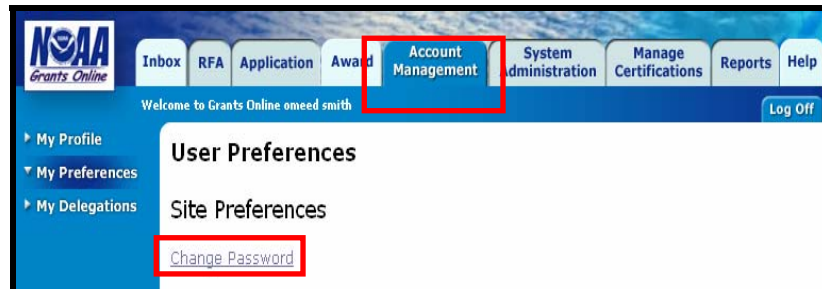
Task Preferences

	Displayed
General Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Task Status	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Completed Date	<input checked="" type="checkbox"/>
Award Number	<input checked="" type="checkbox"/>
RFA Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Task Status	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Award Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Award Number	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Completed Date	<input checked="" type="checkbox"/>
PostAward Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Award Number	<input checked="" type="checkbox"/>
Task Status	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Completed Date	<input checked="" type="checkbox"/>

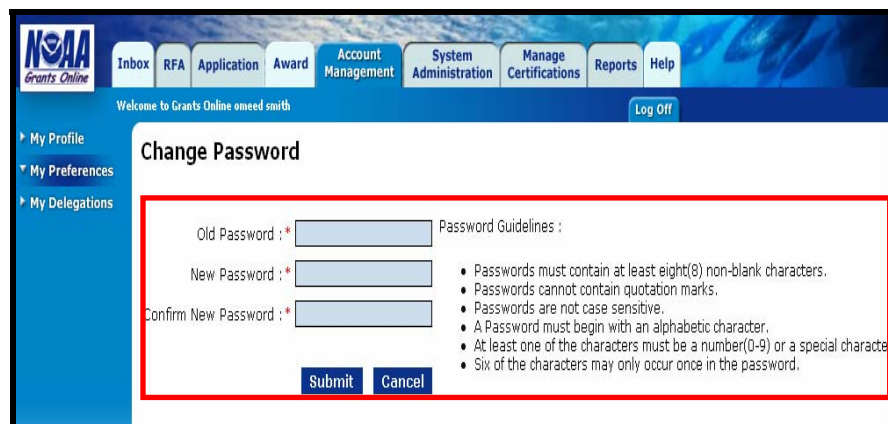
Save

Changing your Password

1. Click **Change Password** in the *User Preferences* screen.



2. In the OLD PASSWORD field, enter your old password.
3. Enter the new password in the NEW PASSWORD field and in the CONFIRM NEW PASSWORD field. Be sure to follow the password guidelines when creating your new password.
4. Click **Submit**.

A screenshot of the "Change Password" form in the NOAA Grants Online application. The form is titled "Change Password" and contains three input fields: "Old Password : *", "New Password : *", and "Confirm New Password : *". To the right of these fields is a section titled "Password Guidelines :" with a bulleted list of rules: "Passwords must contain at least eight(8) non-blank characters.", "Passwords cannot contain quotation marks.", "Passwords are not case sensitive.", "A Password must begin with an alphabetic character.", "At least one of the characters must be a number(0-9) or a special character.", and "Six of the characters may only occur once in the password." At the bottom of the form are "Submit" and "Cancel" buttons. The entire form area is enclosed in a red rectangular border.

Accessing My Delegations and Adding Delegates

When you select the **My Delegations** link from the **Account Management** tab, you will be able to delegate your work to another Grants Online user, provided that user's roles match your roles. For example, a Principal Investigator cannot create a delegation to an individual who only has the role of Recipient Authorized Representative. From the **My Delegations** tab you can view existing delegates, add delegates, and rescind delegates.



Warning!

Grantees do not currently have access to delegation functionality in Grants Online. A system advisory will be posted on the Grants Online login page once this feature is available.

1. From the **Account Management** tab, click **My Delegations**. The *Delegate Authority* screen appears.
2. Enter search criteria by FIRST NAME, LAST NAME, ORGANIZATION or ROLE.
3. Click **Find Peers**.

NSAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online award search Log Off

My Profile
My Preferences
My Delegations

Delegate Authority

You currently have no peers on your list of delegates

Search for Peers
Please note that this search will only cover those users who match the criteria and have at least the same permissions as you

First Name: barron
Last Name:
Organization:
Role: AGO, Awardee, Budget Officer, CAMS First Approver

Find Peers

4. From the search results select the name of the person you would like as your delegate and click on the **Delegate** button.

NSAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online award search Log Off

My Profile
My Preferences
My Delegations

Delegate Authority

You currently have no peers on your list of delegates

Search for Peers
Please note that this search will only cover those users who match the criteria and have at least the same permissions as you

First Name: barron
Last Name: barron
Organization:
Role: AGO, Awardee, Budget Officer, CAMS First Approver

Find Peers

Search Results

Barron, Leslie

Delegate

Rescinding a Delegation

1. From the **Account Management** tab, click **My Delegations**. The *My Delegations* screen appears.
2. Click **Find Peers**.
3. Select **Delegations**.
4. Click **Delegate**.
5. Click on the **Rescind** link to remove the individual as your delegate.

NOAA Grants Online

Welcome to Grants Online Fahima Zahir

Log Off

My Profile
My Preferences
My Delegations

Delegate Authority

Current Peers on delegation List:

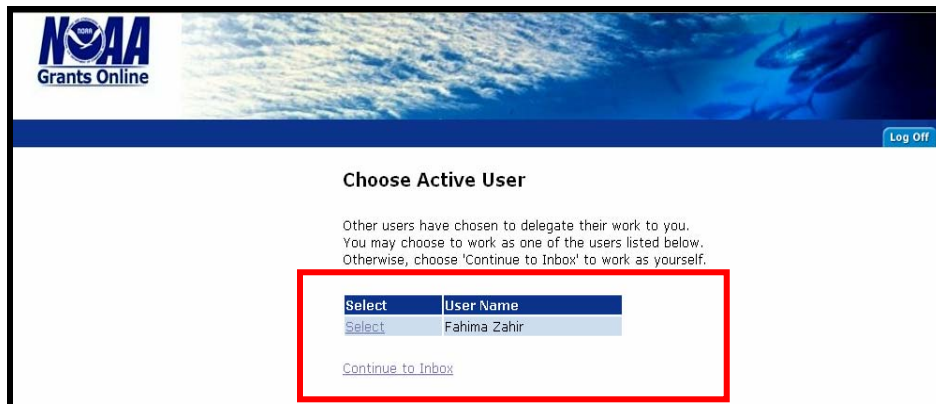
Action	Prefix	Affix	Name	Phone	Email	Fax	Title	Organization
Rescind			Leslie Barron	123-123-1345	lbarron@noaa.gov			National Marine Fisheries

Search for Peers
Please note that this search will only cover those users who match the criteria and have at least the same permissions as

First Name:
Last Name:
Organization:
Role:
Find Peers

Logging in as a Delegate

1. Log in to Grants Online with your username and password.
2. Click **OK** on the *Notice to Users* page.
3. Choose to either continue in as yourself (**Continue to Inbox**) or click on the **Select** button to log in as the person who delegated their inbox to you (Click **Select** – by the person's name).

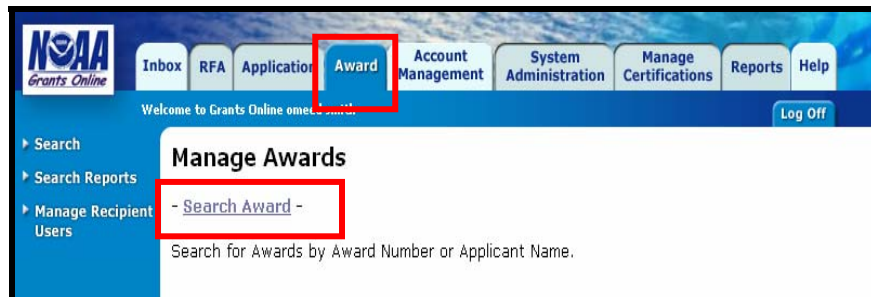


4. When you are in Grants Online as a delegate, the system will identify you as a delegate. Both you and the delegate can work in Grants Online simultaneously.

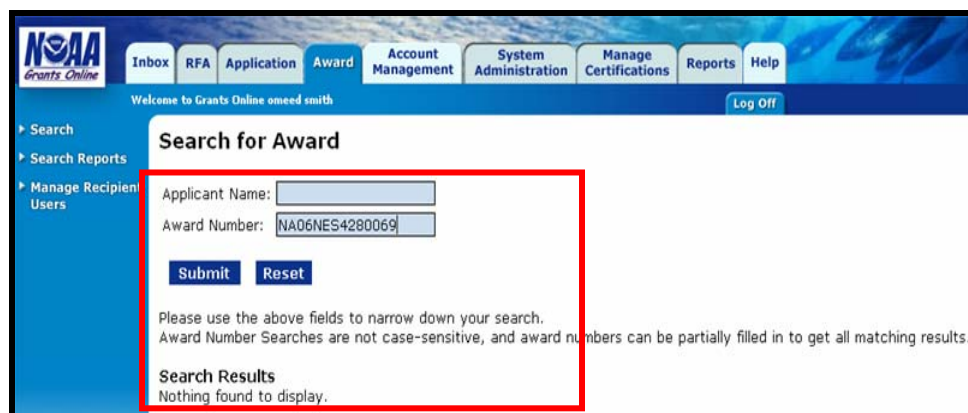


Searching for an Award

1. Click on the **Award** tab.
2. Click on the **Search Award** link to search for an Award.



3. Enter search criteria into at least one of the query fields listed, or leave both fields blank to retrieve all Awards to which you have access.
4. Click **Submit** (the “Nothing found to display” message remains displayed until you click the **Submit** button)



5. Select the Award you want to view by clicking the Award number link. Users with the role of Recipient Authorized Representative, System Administrator, or Budget and Financial Representative have access to all of the Awards in their organization. Principal Investigators and Key Personnel only have access to specific Awards assigned to them by the Recipient Authorized Representative or the System Administrator.

NOAA grants Online

Inbox RFA Application **Award** Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online oneed smith [Log Off](#)

Search
Search Reports
Manage Recipient Users

Search for Award

Applicant Name:

Award Number:

[Submit](#) [Reset](#)

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

Search Results

One item found, 1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Award Action Request	Manage Award
NA06NES4280069	1002370	University of Chicago	Testing the new build on 01/10	Accepted	Create Award Action Request	View/Manage Award related Personnel

- The *Grants File* page is displayed. Please note the Grants file contains all the Award files for the Award. Award file 0 is the original Award and the subsequent Award files such as Award file 1 and/or Award file 2 represents Amendments.

NOAA Grants Online

Inbox RFA Application **Award** Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online omed.smith Log Off

Grants File - NA06NES4280069

Id: 2023886
Creator: System Account **Create Date:** 01/10/2006
Status: Grants File Approved **Status Date:** 01/10/2006
Last Edited User: System Account

This document currently has no tasks assigned to you.

Grant Information

CFDA Number:	11.428	Award Period:	01/31/2006 - 01/31/2008	Program Office:	National Environmental Satellite Information Service Program Office
Program Officer:	Donald Carroll	Program Officer Phone:	7578243446	Program Officer Email:	1donald.m.carroll@noaa.gov
Total Federal Funding:	\$10,100.00	Total Non Federal Funding:	\$400.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	Yes		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	Testing the new build on 01/10				

Sub Documents

4 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	2023892	Testing the new build on 01/10	System Account	01/10/2006	System Account	RecipientAdministratorActions Complete ManageAwardComplete	03/20/2006
Award File 0	2023887		System Account	01/10/2006	System Account	GrantsOfficerActions Complete ApproveAwardFile	01/10/2006
Award File 1	2023897		System Account	01/10/2006	System Account	IN Progress	01/10/2006
Award File 2	2037138		Ingrid Guch	03/20/2006	Ingrid Guch	GrantsOfficerActions Complete ApproveAmendment	03/20/2006

Associated Documents

6 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award Action Request	2023894	Sole Source Contract	Donald Carroll	01/10/2006	Donald Carroll	Completed	01/10/2006	
Award Action Request	2023900	Sole Source Contract	Ingrid Guch	01/10/2006	Ingrid Guch	Completed	01/10/2006	
Award Action Request	2036057	No Cost Extension - Invocation of Expanded Authori...	Ingrid Guch	02/24/2006	Ingrid Guch	Completed	02/24/2006	
Award Action Request	2036897	Extension to Close Out	Ingrid Guch	03/16/2006	Ingrid Guch	ProgramOfficerActions Not Started	03/16/2006	
Award Action Request	2036979	No Cost Extension - Invocation of Expanded Authori...	Zekiea Jones	03/16/2006	Zekiea Jones	In Progress	03/16/2006	
Federal Financial Report	2024834	01/01/2006 - 01/01/2007	David Archer	01/26/2006	David Archer	RecipientAuthorizedRepresentativeActions In Progress ViewFinancialReport	02/02/2006	

Additional Documents

One item found.1

[Document Name](#)

[Create SF270](#)

Associated Attachments

Nothing found to display.

Processing Award Action Requests

Overview In this module, you will learn how to process an Award Action Request (AAR) in Grants Online.

Objectives This module will review the following objective:

- Processing Award Action Requests via the Award Tab

Award Action Requests

During the post Award grant lifecycle phase, recipients can request an action on an Award via an Award Action Request. This section details the steps for completing an AAR.

The process for completing various AARs is very similar; however certain AARs result in new Award Files and Amendments in Grants Online and others do not. All AARs are sent to Recipient Authorized Representatives to approve and forward to NOAA for approval. The Award Action Requests chart below, lists the AARs that create Award Files and Amendments in Grants Online as well as those that do not.

Award Action Requests			
Award Action Request	Sent to Program Officer, Grant Specialist, and Grants Officer for Approval	Accepted by Authorized Representative after it has been approved	Creates an Award file and Amendment
No Cost Extension - Without Invocation of Expanded Authority	Yes	Yes	Yes
Change in Scope	Yes	Yes	Yes
Transfer of Award	Yes	Yes	Yes
Other	Yes	Yes	Yes
Sub award, transfer or contracting out of any work under the award if not described in the approved application	Yes	Yes	Yes
Reprogram or Rebudget	Yes	No	No
Extension to Close Out	This Request is sent to the Grant Specialist and Grants Officer for approval. It is NOT sent to the Program Officer.	No	No
Change in Principal Investigator	Yes	No*	No
Change in Institution Name	Yes	No*	No
Change in Key Person Specified in the Application	Yes	No*	No
Satisfied Special Award Conditions	Yes	No	No
Transfer of Funds allotted for training to other categories of expenses	Yes	No	No
Pre-Award Cost	Yes	No	No
Equipment Purchase	Yes	No	No
Foreign Travel	Yes	No	No
Sole Source Contract			
Absence of more than 3 months or 25% by project director or PI	Yes	No	No
Inclusion of cost that requires prior approval based on cost principles	Yes	No	No
No Cost Extension Invocation of Expanded Authorities	This request is sent only to CAMS	No	No

* - After the Grants Officer approves the Award Action Request a task is sent to the Recipient System Administrator to update the change in Grants Online.

1. Click on the **Award** Tab.
2. Click **Search Award**.
3. *Search for Award* screen displays.
4. Enter the Award Number – you can search the Award number by entering the entire Award number, parts of the Award Number, or you may conduct a blank search by leaving the fields blank to display all of the Awards to which you have access.
5. Click **Submit**.
6. From the search results click on the **Create Award Action** link listed in the **Award Action Request** column.

Search for Award

Applicant Name:

Award Number:

Submit **Reset**

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

Search Results
One item found. 1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Award Action Request	Manage Award
NA06NMF4330020	1002370	University of Chicago	test fahma 3/17 2	Accepted	Create Award Action Request	View/Manage Award-related Personnel

Grantee Training Manual, System Navigation and Completing Post Award Actions (Award Action Requests)

- Click on the link of the AAR you wish to initiate. Please note that the list displays all the possible AARs that can be created for the Award. While the ability to create these AARs is given to all grantee users, only the Authorized Representative can forward the AAR to the agency. Therefore, when completing the AAR and selecting the "Save and Submit" action on any of the subsequent pages, a task is sent to the Authorized Representative to review the request and then forward to the Agency.

For the purposes of the manual, we will select **No Cost Extension – Without Invocation of Expanded Authority** as the Award Action Request.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The 'Award' tab is selected. Below the navigation bar, a 'Welcome to Grants Online omeed smith' message is displayed. On the left, a sidebar contains links for Search, Search Reports, and Manage Recipient Users. The main content area displays 'Grant Information' for a specific award. The information is organized into two columns. The left column includes fields for CFDA Number (11.433), Program Officer (Fahima Zahir), Total Federal Funding (\$100,000.00), Organization Name (University of Chicago), Progress Report Frequency (Semi-Annually), and Project Title (test fahma 3/17 2). The right column includes fields for Award Period (04/01/2006 - 04/01/2007), Program Officer Phone (123-123-1345), Total Non Federal Funding (\$0.00), Electronic Recipient (Yes), and Financial Report Frequency (N/A). A 'Log Off' button is located in the top right corner.

CFDA Number:	11.433	Award Period:	04/01/2006 - 04/01/2007	Program Office:	Fisheries Sout Program Office
Program Officer:	Fahima Zahir	Program Officer Phone:	123-123-1345	Program Officer Email:	fzahir@noaa.gov
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	Yes		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	test fahma 3/17 2				

Award Action Request Index - NA06NMF4330020

[No Cost Extension - Without Invocation of Expanded Authority](#)
[Extension to Close Out](#)
[Change in Scope](#)
[Transfer of Award](#)
[Change in Principal Investigator](#)
[Change in Institution Name](#)
[Change in Key Person Specified in the Application](#)
[Change in Key Person Specified in the Application](#)
[Satisfied Special Award Conditions](#)
[Transfer of funds allotted for training to other categories of expenses](#)
[Pre-Award Cost](#)

[No Cost Extension - Invocation of Expanded Authority](#)
[Reprogram or Rebudget](#)
[Equipment Purchase](#)
[Foreign Travel](#)
[Sole Source Contract](#)
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[Absence of more than 3 months or 25% by project director or PI](#)
[Inclusion of cost that require prior approval based on cost principles](#)
[Sub award, transfer or contracting out of any work under the award if not described in the approved application](#)

Grantees:

Please note that the above listing contains all the possible Award Action Requests that can be created on this Award. While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative. Therefore, following any of the links above and then taking the "Save and Submit" action on any of the subsequent pages will send a task to the Authorized Representative to review the request and then forward to the Agency.

[Return to Main](#)

8. The *No – Cost Extension Without Invocation of Expanded Authority* screen appears.
9. Enter in the extension date.
10. Provide a justification.
11. Click **Save** to capture the changes.
12. Click the Attach Files link to upload a budget of remaining funds.
 - a. Enter a short description of the attached file.
 - b. Click **Done** to go back to the Award Action Request main page.
13. Once the file is attached, click **Save and Submit**.
14. A task is then sent to the Authorized Representative to review, approve, and forward the request to NOAA.

Grant Information

CFDA Number:	11.433	Award Period:	04/01/2006 - 04/01/2007	Program Office:	Fisheries Program
Program Officer:	Fahima Zahir	Program Officer Phone:	123-123-1345	Program Officer Email:	fzahir@noaa.gov
Total Federal Funding:	\$100,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	University of Chicago	Electronic Recipient:	Yes		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	test fahma 3/17 2				

No Cost Extension - Without Invocation of Expanded Authority - NA06NMF4330

No Cost Extension - Without Invocation of Expanded Authority

Extension Date Month: Year: Day:

Justification*

 43 / 4000

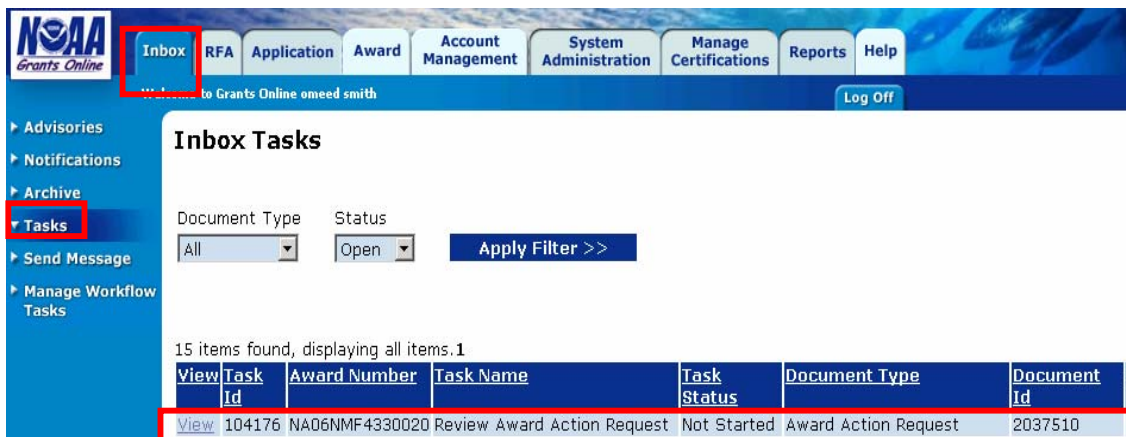
[Attach Files](#) (For this request to be considered complete, you MUST attach a budget of remaining funds)



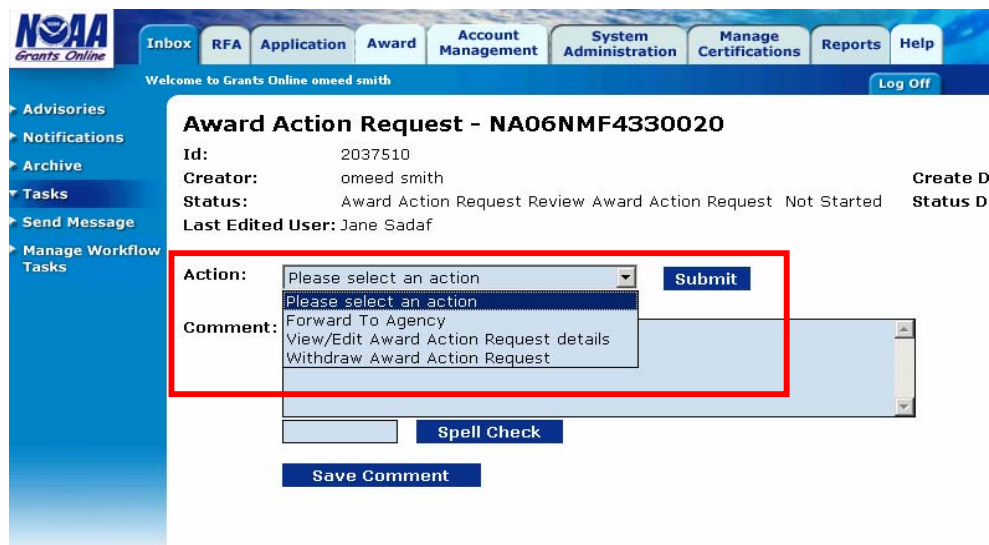
Note: For the No Cost Extension – Without Invocation of Expanded Authority to be considered complete, you must attach a budget of remaining funds.

Recipient Authorized Representative – “Review Award Action Request” Task

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link next to the “Review Award Action Request task.”



4. Click on the action dropdown menu to view the possible actions. For the purposes of this manual we will select the option to **Forward to Agency** and **Submit**.
 - a. **Forward to Agency** – Select this action to forward the AAR to NOAA.
 - b. **View/Edit Award Action Request Details** – Select this action to view the details of the Award Action Request.
 - c. **Withdraw Award Action Request** – Select this action to allow the Authorized Representative to withdraw the Award Action Request.



For more information on any of the Grants Online functionality detailed in this manual, please contact the Grants Online Help Desk at 301-713-1000 or toll free at 1-877-662-2468.